Conversation Contents

[EXTERNAL] DOI Demo 5/16 (11:00 - 12:30)

"Cafaro, Cindy" <cindy_cafaro@ios.doi.gov>

From:	"Cafaro, Cindy" <cindy_cafaro@ios.doi.gov>
Sent:	Fri May 11 2018 08:56:44 GMT-0600 (MDT)
To:	"Crawford, Tim" <Crawford.Tim@epa.gov>
Subject:	Re: [EXTERNAL] DOI Demo 5/16 (11:00 - 12:30)

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Office of Enterprise Information Programs

Environmental Protection Agency

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--thank you

Tim Crawford, FOIAonline Program Manager

Office of Enterprise Information Programs

Environmental Protection Agency

crawford.tim@epa.gov

(o) 202.566.1574

(c) 202.603.8538

From: Cafaro, Cindy [mailto:cindy_cafaro@ios.doi.gov]
Sent: Thursday, May 10, 2018 9:46 AM
To: Crawford, Tim <Crawford.Tim@epa.gov>
Cc: Beth Reichle <beth.reichle@cgifederal.com>
Subject: Re: [EXTERNAL] DOI Demo 5/16 (11:00 - 12:30)

Thank you, Tim. We will have from 11 to 12. Will that be enough time, given we can and should scrap all discussion of the old system (other than there was an old one and this is going to have much better functionality and cost, so our timing is good--we're excited the timing is working out)?

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Thu, May 10, 2018 at 9:07 AM, Crawford, Tim <Crawford.Tim@epa.gov> wrote:

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Good?

We'll send an evite with WebEx link and conf line details.

--thank you and please let me know if you need anything else at this point.

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From: Cafaro, Cindy [mailto:cindy_cafaro@ios.doi.gov]
Sent: Thursday, May 10, 2018 8:49 AM
To: Crawford, Tim <Crawford.Tim@epa.gov>
Subject: Re: [EXTERNAL] Check in

Wow, Tim. That would be great if it works well for you. We could also conduct the demo over the phone and internet (most of our participants are calling in). Whatever works best for you.

We really appreciate that you'll be taking the time for us. Would 11 AM work well for you on Wed.?

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On Wed, May 9, 2018 at 9:31 AM, Crawford, Tim <Crawford.Tim@epa.gov> wrote:

Good Morning Cindy:

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I have a commitment for a demo with Treasury from 2:00 – 4:00 on the 16th, which may get rescheduled till after we go live, but at this point, we could schedule time with DOI in the morning. Please let me know if this would work for you.

--thank you

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"Crawford, Tim" <Crawford.Tim@epa.gov>

From:	"Crawford, Tim" <Crawford.Tim@epa.gov>
Sent:	Tue May 15 2018 07:38:59 GMT-0600 (MDT)
To:	"Cafaro, Cindy" <cindy_cafaro@ios.doi.gov>
CC:	"ariel.davati@cgifederal.com" <ariel.davati@cgifederal.com>
Subject:	Re: [EXTERNAL] DOI Demo 5/16 (11:00 - 12:30)

Ariel- is there a point that works best for your schedule? Please feel free to coordinate.
I'm in a training, taking a noon break if I'm needed.
Thank you

Sent from my iPhone

On May 15, 2018, at 9:32 AM, Cafaro, Cindy <cindy_cafaro@ios.doi.gov> wrote:

> Great idea, Tim. When should we test? I'm available.
>
>
>
> Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior
>
> Direct: 202-208-5342 | Main: 202-208-3181
>
> On Tue, May 15, 2018 at 9:02 AM, Crawford, Tim <Crawford.Tim@epa.gov> wrote:
>> Not sure-
>> If you can transfer presenter to the remote contractor, that will work.
>> Can we test today?
>> Adding Ariel to the group and will forward the invite to Ariel.
>>
>> Sent from my iPhone
>>
>> On May 15, 2018, at 8:51 AM, Cafaro, Cindy <cindy_cafaro@ios.doi.gov> wrote:
>>
>>> Hi, Tim. I've set up a conference line and Hangout for the meeting tomorrow--you'll see it on the invitation. Can we use that
>>> instead of another conference line and WebEx?
>>> Thanks again.
>>>
>>>
>>> Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior
>>>
>>> Direct: 202-208-5342 | Main: 202-208-3181
>>>
>>> On Fri, May 11, 2018 at 10:56 AM, Cafaro, Cindy <cindy_cafaro@ios.doi.gov> wrote:
>>>> Thank you, Tim.
>>>> I've included my notes from our meetings below (they are cryptic in parts, but they may be helpful to give you a flavor of
>>>> our interests). I am **bolding** the points I think would be especially helpful to note, in addition to a general introduction into
>>>> how things work and what is and is not included.
>>>>
>>>> Thanks again. Please just let me know if you have any questions or tech needs before our meeting.
>>>>
>>>> *First Meeting*
>>>> -Tracks--**enhancements/customization possible!** Would work! We would talk requirements and work flow.
>>>> -Change midstream through reporting cycle--data migration--possible!

-Going to cloud May 21
-Would take at least 3 months to take live (no way before Dec 1)
-Would we have to have FOIA Express? No.
-Tracking, reporting to DOJ, can get LOTS OF REPORTS on work flow, functions will work with API--redactions are external from system. (EPA uses Adobe DC).
-2019-can auto ingest

Second Meeting
-Can requests come straight to the bureau?? Yes, DLA example
-Agency info--what if decentralized? FOIA Officers decentralized? Fine.
-Make assignment functionality--Yes.
-Delete request??? Yes, mistaken requests can be removed.
-Can we customize letter template??? Yes.
-What happens when people use letter features?
-What happens when people don't fill everything in? No logic. Can only prepopulate
-What happens if responsive records can't be uploaded--are paper? Can describe what sending in paper.
-Exclusions--do we have to show? He'll check
-Can things save if things left out--like if withholding, do you have to have exemption? There is some logic. If there is a list--change control list possible!
-What happens if tasks are not complied with in due date? Is concurrence pending awareness? --Notification can be put in, customized timing! Automatic.
-Billing category--very odd, can we adjust? Where is it for fee category? We can customize
-What is 5 day notification?
-What if requester doesn't pay invoice? Could use pay.gov. Doesn't have to.
-Said payment status complete when only a partial payment was made--shouldn't be an issue
-Does the annual report ever move to one big one, instead of little bits?--Yes. Year end. July one too.
-Sandbox environment? Might be able to do staging.
-Processor can't go back in and make changes--what if she forgets to put something in--not changing the case--have to go to the help desk!
-Is it tracking how many pages/exemption/processor? We need!!! Can add
-Can we review loaded records internally before release, or does loading equal release? Yes, we can!
-Is there an existing considerations list? Can we see it? Wants to work on this.
API discussion with Dave--in AND out? Both on the table

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